

ER-5-8610

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CONFIDENTIAL

Pers.

2 August 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Secretary for Chief, Project Administrative Planning Staff.

Harry:

I have just discussed with [redacted] the question of providing a competent secretary for him. It is my understanding that he has requested that the grade GS-6 secretarial position provided for his Staff be upgraded to grade GS-7 but that the Classification and Wage Division, Office of Personnel, is reluctant to do this.

25X1A

From what Ernie has told me, I believe that there may be some misunderstanding as to just what this position involves. Ernie is a grade GS-17, Special Assistant to the Deputy Director (Administration), and has a number of other most important responsibilities in addition to overseeing the administrative planning carried on by the Project Administrative Planning Staff. His secretary, therefore, should not be considered merely a secretary to the Chief of PAPS, but, rather, as a secretary to a senior official in the Office of the DD/A who, in addition to her duties with PAPS, is responsible for secretarial support in connection with a number of important projects and duties such as [redacted] NCPE, etc.

25X1A

I would appreciate it very much if you could look into this matter personally and either see that Ernie gets a good girl at the GS-6 level, which your Classification and Wage Division seems to think is proper, or that the grade be raised to GS-7 so that it can attract someone with the necessary qualifications. I have asked Ernie to speak with you personally about this and explain the situation to you.

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L. K. WHITE
Deputy Director
(Administration)

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